

Mentoring

A mentor is defined by the Air Force as “a trusted counselor or guide.” Mentoring, therefore, is a relationship in which a person with greater experience and wisdom guides another person through both personal and professional development.

Mentoring helps prepare people for increased responsibilities as they progress in their careers. Mentors share their experiences and their knowledge regarding leadership and organizational management to improve a mentee’s competence and confidence. The result is employees with a strong sense of commitment to the organization and to professional growth and development.

A Mentee is:

- A person being mentored by a more experienced person
- Someone who makes an effort to assess, internalize, and use effectively the knowledge, skills, insights, and perspectives offered by the mentor
- Willing to initiate and drive a relationship that can lead to personal and professional growth
- Ready to accept responsibility
- Goal-oriented

Mentee Characteristics

- Active participant
- Open to new ideas
- Flexible in his or her approach to performing duties
- Eager to learn and develop
- Team player
- Patient
- Willing to take risks when appropriate
- Positive attitude

Mentee Responsibilities

- Schedule and prepare for meetings with mentor
- Take initiative to ensure tasks are completed and on time
- Follow through on commitments
- Contribute ideas to development discussions with your mentor
- Be open to discussion about your goals, strengths, and opportunities
- Accept and act on feedback
- Develop short- and long-term goals for the mentoring relationship
- Make use of assistance and services offered by your mentor
- Take the lead in working toward a solid and productive relationship